

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
ASSISTANT SECRETARY FOR ENVIRONMENTAL PROTECTION  
DIVISION OF AIR QUALITY  
PERMITTING SECTION

Program Records Retention and Disposition Schedule

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

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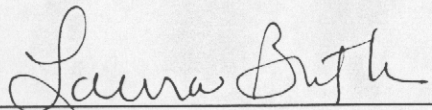
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed.**

The

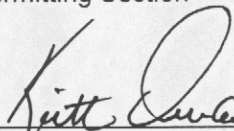
PERMITTING SECTION

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

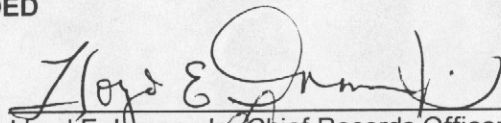
APPROVAL RECOMMENDED



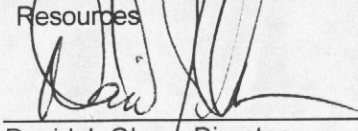
Laura Butler, Head  
Permitting Section



Keith Overcash, Acting Director  
Division of Air Quality

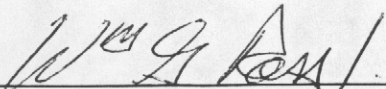


Lloyd E. Inman, Jr., Chief Records Officer  
Department of Environment and Natural  
Resources

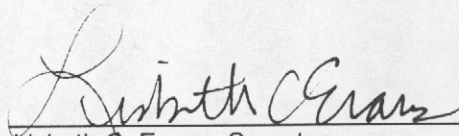


David J. Olson, Director  
Division of Historical Resources

APPROVED



William G. Ross, Jr., Secretary  
Department of Environment and Natural  
Resources



Lisbeth C. Evans, Secretary  
Department of Cultural Resources

September 10, 2002

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**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
ASSISTANT SECRETARY FOR ENVIRONMENTAL PROTECTION  
DIVISION OF AIR QUALITY**

**PERMITTING SECTION**

**Item 17362. AIR QUALITY PERMITS FILE.** Records in paper and electronic formats concerning permits issued to facilities to emit pollutants into the air. File includes applications, correspondence, permits, and other related records. Facility contact information, application and approval process activity data, and other related data are entered into the Application Tracking System Database (Electronic) File (Item 43843) and routinely updated. (File maintenance and backup procedures are conducted by Division of Air Quality, Information Technology Services.) (Comply with applicable provisions of G.S. 143-215.3C and 15A NCAC2Q.0107 regarding the confidentiality of air permit applications.)

DISPOSITION INSTRUCTIONS: Destroy in office electronic records when reference value ends. Transfer paper records to the State Records Center after 5 years. Records will be held for agency in the State Records Center 20 additional years and then destroyed.

**Item 43843. APPLICATION TRACKING SYSTEM DATABASE (ELECTRONIC) FILE.** Electronic records concerning the tracking of applications for air quality permits. Electronic file includes facility contact information, application and approval process activity data, and other related data. (File maintenance and backup procedures are conducted by Division of Air Quality, Information Technology Services.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**Item 43844. FACILITIES FEES DATABASE (ELECTRONIC) FILE.** Electronic records concerning facilities' emissions and permit fees. Electronic file includes facility contact information, facility fee class, invoice tracking, admission measurements, and other related data. (File maintenance and backup procedures are conducted by Division of Air Quality, Information Technology Services.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**Item 43846. LEGISLATIVE PROPOSALS FILE.** Reference copies of records concerning proposed legislation. File includes bills, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**Item 43851. PREVENTION OF SIGNIFICANT DETERIORATION (PSD) MODELING FILE.** Records in paper and electronic formats concerning the demonstration of compliance with state and federal regulations regarding air quality. File includes modeling protocols and analyses, correspondence, and other related records. (File maintenance and backup procedures are conducted by Division of Air Quality, Information Technology Services.) (File is maintained in compliance with 15A NCAC 2D.0532.)

DISPOSITION INSTRUCTIONS: Destroy in office electronic records when reference value ends. Transfer paper records to the State Records Center after 7 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

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**Item 43852. PROJECTS FILE.** Records in paper and electronic formats concerning reference copies of records of projects administered by the section. File includes correspondence, project reports, and other related records. (File maintenance and backup procedures are conducted by Division of Air Quality, Information Technology Services.)

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats when administrative value ends.

**Item 43853. PROGRAM DEVELOPMENT FILE.** Records in paper and electronic formats concerning the development of the air quality permits program. File includes workshop materials, GS 143-215.108 Title III and Title V program plans, and other related records. (File maintenance and backup procedures are conducted by Division of Air Quality, Information Technology Services.)

DISPOSITION INSTRUCTIONS: Destroy in office electronic records when reference value ends. Transfer paper records to the State Records Center after 10 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**Item 43854. OUTSIDE INVOLVEMENT COMMITTEE FILE.** Records in paper and electronic formats concerning agency's informal advisory board. File includes meeting notes, correspondence, rosters, and other related records. (File maintenance and backup procedures are conducted by Division of Air Quality, Information Technology Services.)

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats when reference value ends.

**Item 43855. TOXIC AND CRITERIA POLLUTANT MODELING FILE.** Records in paper and electronic formats concerning air dispersion modeling conforming with state regulations. File includes correspondence, air dispersion modeling protocols, analyses, and other related records. (File maintenance and backup procedures are conducted by Division of Air Quality, Information Technology Services.) (File is maintained in compliance with 15A NCAC 2Q.0700 and 15A NCAC 2D.0532.)

DISPOSITION INSTRUCTIONS: Destroy in office electronic records when reference value ends. Transfer paper records to the State Records Center after 7 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**Item 43857. TRANSPORTATION SOURCE MODELING FILE.** Records in paper and electronic formats concerning the agency's compliance with state regulations regarding transportation facilities. File includes air quality permits, air dispersion modeling records, and other related records. (File maintenance and backup procedures are conducted by Division of Air Quality, Information Technology Services.) (File is maintained in compliance with 15A NCAC 2D.0800.)

DISPOSITION INSTRUCTIONS: Destroy in office electronic records when reference value ends. Transfer paper records to the State Records Center after 7 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

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**Item 43908. PERMITS REFERENCE FILE.** Records in paper and electronic formats concerning the development of permits issued to facilities to emit pollutants into the air. File includes draft permits, applications, correspondence, permits, and other related records. (File maintenance and backup procedures are conducted by Division of Air Quality, Information Technology Services.) (Comply with applicable provisions of G.S. 143-15.3C and 15A NCAC2Q.0107 regarding the confidentiality of air permit applications.)

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats when reference value ends.